





TITAL PAGE

THE INTERNSHIP REPORT

- Name : Swapnali Sanjay Jagtap
- Std : TY BAF
- COLLEGE NAME :

**SHREEMATI NATHIBAI DAMODAR THAKARSAY UNIVERSITY
PUNE**



LETTER OF UNDERTAKING

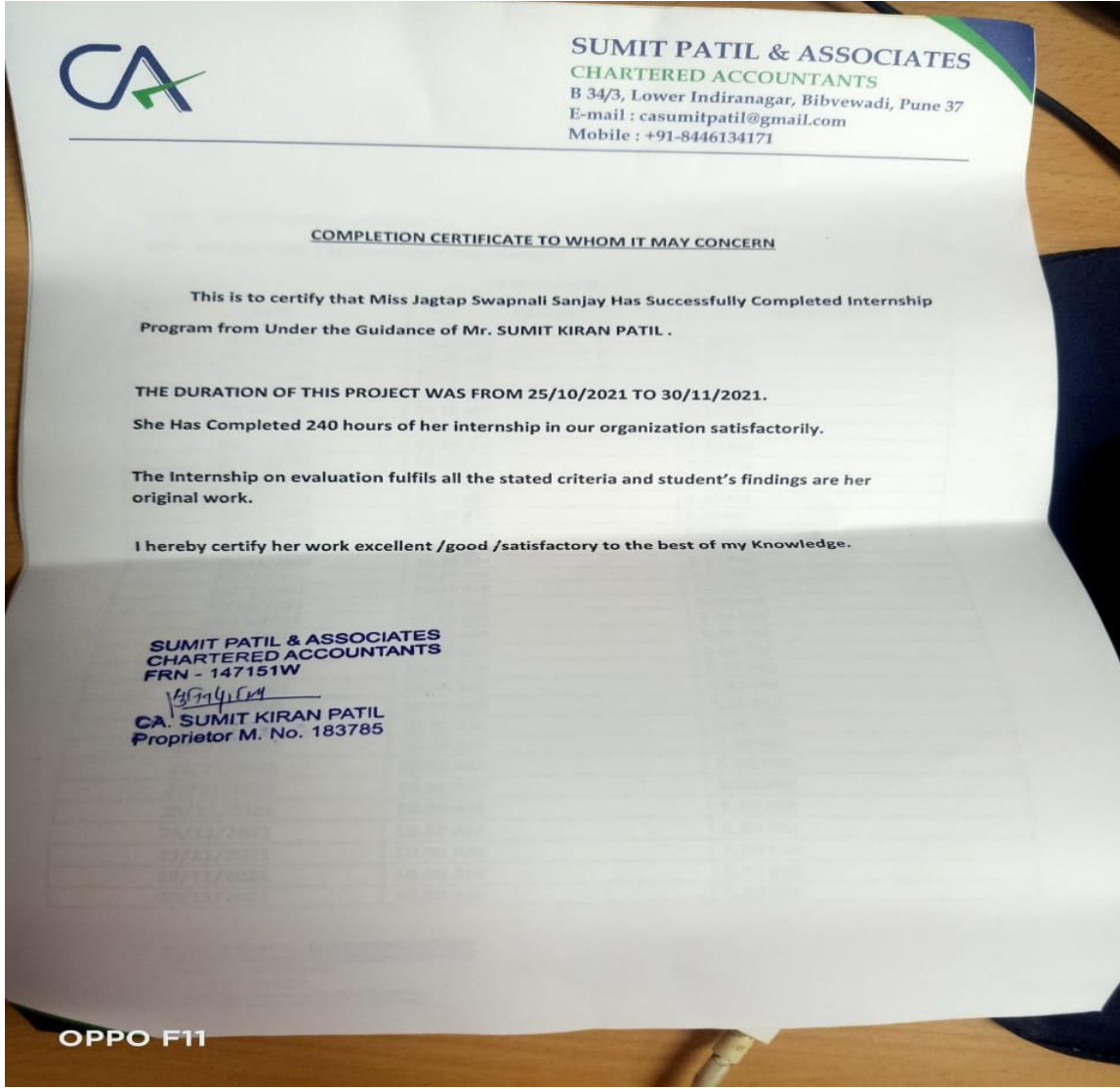
Swapnali Sanjay jagtap Student. hereby confirm that the

internship REPORT

I have provided is solely my own effort. I did not copy my report partially or completely from any other student or from any other source either against payment or free and I did not provide any plagiarized material in any section of my report. I further confirm that the documents(internship completion certificate & evaluation form) that I have provided are genuine and have been issued by the authorized person in the organization. If I am found guilty of misstating, misleading or concealing the facts about my activities (either academic or non-academic but relevant to this course) at any stage, the university is authorized to take disciplinary action against me according to university policies and regulations. I hereby also confirm that I have carefully read and understood all the guidelines, rules and regulations ..



CERTIFICATE



❖ DEDICATION

I would like to dedicate this work to my beloved and caring parents and to my teachers with the support of whom I am standing at this step of my life stairs.

❖ ACKNOWLEDGEMENT

I would like to express my special thanks of gratitude to my teacher Mr Ashok kokate sir as well as our principal madhavikulkarni mam gave me the golden opportunity to do this wonderful project on the topic which also helped me in doing a lot of Research and i came to know about so many .

Thank you for this wonderful help.



INDEX

SR NO	TITAL	PAGE NO
1	EXECUTIVE SUMMARY	7
2	ORGANIZATION PROFILE	8
3	LEARNING OUTCOME	9 to 16
4	CONCLUSION	17
5	APPLICATION LETTER	18
6	ACCEPTANCE LETTER	19
7	PARENTS LETTER	20
8	ATTENDANCE SHEER	21
9	ASSIGNMENT LETTER	22
10	THANK YOU	23

EXECUTIVE SUMMARY

I JAGTAP SWAPNALI SANJAY from TY BAF . I am from Khed, ratnagiri& have completed my 12th with 75.5 % from SHREEMAN CHANDULAL SHET HIGH SCHOOL AND JUNIOR COLLEGEkhed, ratnagiri& 10th from NEW ENGLISH SCHOOL HEDALI SAVENI with 83.60%.

I chose Bachelor in Accounting and Finance (BAF) because it has wider scope.

BAF is a three-year undergraduate program that offers in-depth knowledge in Accounting & Financial subject with different means such as classroom teaching, seminars, projects, practical training, industrial visit, conference, expert talks, etc.

The course helps to acquire knowledge in the field of accounting, taxation, auditing, risk management, financial accounting, managerial economics, law, information technology & business communications.

There are various colleges across the country but from Pune only S.N.D.T. college have BAF course. The main aim of the program is to increase self-employment & to help companies by providing them with suitably trained professionals in the field of Accounting & Finance.

As a part of TYBAF syllabus, I did my internship through SUMIT PATIL AND ASSOCIATION .

ORGANIZATIONAL PROFILE

FIRM NAME – SUMIT PATIL AND ASSOCIATION

NAME – CA SUMIT PATIL

ADDRESS – 1232 Sucee chambers Apte road Shivajinagar Pune 411004

PHONE NUMBER : 8446134171

EMAIL ID : casumitpatil@gmail.com

Service provided to the firm are as follow:

- **Taxation of corporate firm**
- **Auditing of the firm's and professional people**
- **GST, project report, CMA Report**
- **Risk management and advising on financial structure**

INFORMATION

Following is the summary of task performed by me:-

❖ ACCOUNTING

- **Purchase Bill**
- **Sale Bill**

❖ ACCOUNTING :

Accounting is the recording of financial transactions along with storing, sorting, retrieving, summarizing, and presenting the results in various reports and analyses. Accounting is also a field of study and profession dedicated to carrying out those tasks. Accounting is the process of recording financial transactions pertaining to a business. The accounting process includes summarizing, analyzing and reporting these transactions to oversight agencies, regulators and tax collection entities. The financial statements used in accounting are a concise summary of financial transactions over an accounting period, summarizing a company's operations, financial position and cash flows.

❖ How Accounting Works

Accounting is one of the key functions for almost any business. It may be handled by a bookkeeper or an accountant at a small firm, or by sizable finance departments with dozens of employees at larger companies. The reports generated by various streams of accounting, such as cost accounting and managerial accounting, are invaluable in helping management make informed business decisions.

The Following Process to Create Purchase Bill and Sales Bill.

Purchase Bill :

Purchase Bill is the receipt received by the customer for the product he has purchased .A bill is generally a document specifying money to be paid against the order placed .This bill is called Sales Bill by the vendor as he is selling the product and the same is termed as Purchase Bill by the customer as he is purchasing some items from the vendor. Sales Bill reflects money to be credited while purchase bill reflects money to be credited. Purchase Bill contains information like a reference number that is unique in itself, date of the bill, product details, name and full contact details of the person involved, payable taxes amount, if any, and much more.

Process:

- 1) Go to Accounting Voucher**
- 2) For entry of Purchase press F9**
- 3) Make entry of Purchase bill**

Sale Bill:

A document that signifies that a person or organization has sold goods to another person or customer is called bill of sale. It is regarded as a legal document and can be used as a valid proof in all legal matters. It also signifies that the ownership of goods has been transferred to another party.

Bill of sale, in simple terms, means a document which can be used as a proof to signify a sale. Just like when you go for shopping in a big retail store and you buy clothes, the retailer give you a slip or a bill which will have details of all the clothes that you bought along with their price.

Let's take it one level higher. A bill of sale is a sale document used for assets which are expensive such as automobiles. It is necessary that the party who is buying a car or any other asset should make sure that the bill of sale is complete and properly signed by both the parties.

Process :

- 1] Go to Accounting Voucher**
- 2) For entry of Sale press F8. 3) Make entry of Sale bill**



RECORDS :

MENTANCE ALL RECORDS PREAPRE SALES INVOICE , PURCHASE
INVOICE AND RECORD ALL THE TRANSATION

AS ALSO DOING BILLING PROCESS .



Purchase order

A purchase order is a commercial document and first official offer issued by a buyer to a seller indicating types, quantities, and agreed prices for products or services. It is used to control the purchasing of products and services from external suppliers .



CHECKING STOCK

CHECK THE STOCK AND RECORDS IT IS DAILY ACTIVITY TO MAINTAIN RECORDS .



BILLING

IF ANY CUSTOMER PURCHASE THE PRODUCT SO GIVE HIM BILL IT IS EVIDANCE FOR CUSTOMER .



EXECEL KNOWLEDGE

HERE I GIVE KNOWLEDGE ABOUT EXCLE. I LEARN MAINTAINS FILES AND SMALL SMALL THINGS EXAMPLE VOLLUCUP AND EXECLE FARMULAS .



CONCLUSION

Overall internship is a really good program and recommended to my fellow friends. It helps to enhance and develop my skills, abilities, and knowledge. It was a good experience and memories as not only i have gained experience, but also new friends and knowledge. SUMIT PATIL AND ASSOCIATION a good place to do the internship since it provide numerous benefits and advantages to practical trainees. I am grateful and thankful to my supervisor and department staff. They also help me to handle some of my weaknesses and provided guidance to me whenever I am in need. I think the One month duration for the internship was not enough for me to learn more in details about the jobs.

Attached Documents

APPLICATION LETTER
ACCEPTANCE LETTER
PARENTS LETTER
ATTENDANCE SHEER
ASSIGNMENT LETTER



SUMIT PATIL & ASSOCIATES
CHARTERED ACCOUNTANTS
B 34/3, Lower Indiranagar, Bibvewadi, Pune 37
E-mail : casumitpatil@gmail.com
Mobile : +91-8446134171

NAME - JAGTAP SWAPNALI SANJAY

DATE :

STD - BAF [III] YEAR [ACCOUNTANCY AND FINANCE]

ATTENDANCE

DATE	TIME IN	TIME OUT
25/10/2021	10.30 AM	5.30 PM
26/10/2021	10.30 AM	5.30 PM
27/10/2021	10.30 AM	5.30 PM
28/10/2021	10.30 AM	5.30 PM
29/10/2021	10.30 AM	5.30 PM
30/10/2021	10.30 AM	5.30 PM
01/11/2021	10.30 AM	5.30 PM
02/11/2021	10.30 AM	5.30 PM
03/11/2021	10.30 AM	5.30 PM
04/11/2021	10.30 AM	5.30 PM
05/11/2021	10.30 AM	5.30 PM
06/11/2021	10.30 AM	5.30 PM
08/11/2021	10.30 AM	5.30 PM
09/11/2021	10.30 AM	5.30 PM
10/11/2021	10.30 AM	5.30 PM
11/11/2021	10.30 AM	5.30 PM
12/11/2021	10.30 AM	5.30 PM
13/11/2021	10.30 AM	5.30 PM
15/11/2021	10.30 AM	5.30 PM
16/11/2021	10.30 AM	5.30 PM
17/11/2021	10.30 AM	5.30 PM
18/11/2021	10.30 AM	5.30 PM
19/11/2021	10.30 AM	5.30 PM
20/11/2021	10.30 AM	5.30 PM
22/11/2021	10.30 AM	5.30 PM
23/11/2021	10.30 AM	5.30 PM
24/11/2021	10.30 AM	5.30 PM
25/11/2021	10.30 AM	5.30 PM
26/11/2021	10.30 AM	5.30 PM
27/11/2021	10.30 AM	5.30 PM
29/11/2021	10.30 AM	5.30 PM
30/11/2021	10.30 AM	5.30 PM

SUMIT PATIL & ASSOCIATES
CHARTERED ACCOUNTANTS
PUN - 147151W
CA SUMIT KIRAN PATIL
CA No. 143785

OPPO F11



SUMIT PATIL & ASSOCIATES
CHARTERED ACCOUNTANTS
B 34/3, Lower Indiranagar, Bibwewadi, Pune 37
E-mail : casumitpatil@gmail.com
Mobile : +91-8446134171

ACCEPTANCE LETTER

TO,

JAGTAP SWAPNALI SANJAY
HEALTH CAMP PANDAVANAGAR
SHIVAJINAGAR PUNE 411016
TAL : HAVELI
DIST : PUNE

SUBJECT : ACCEPTANCE LETTER FOR INTERSHIP

REFERENCE : YOUR APPLICATION DATED 25/10/2021

DEAR SWAPNALI ,

THIS IS WITH REFERENCE ABOVE MENTIONED SUBJECT AND YOUR APPLICATION
DATED 25/10/2021 WE ARE AGREE & ACCEPT YOU FOR INTERSHIP FOR 30 WORKING DAYS .

SUMIT PATIL & ASSOCIATES
CHARTERED ACCOUNTANTS
FRN - 147151W
Sumit Kiran
CA SUMIT KIRAN PATIL
Proprietor M. No. 183785



SUMIT PATIL & ASSOCIATES
CHARTERED ACCOUNTANTS
B 34/3, Lower Indiranagar, Bibvewadi, Pune 37
E-mail : casumitpatil@gmail.com
Mobile : +91-8446134171

ASSESSMENT LETTER

NAME : SWAPNALI SANJAY JAGTAP

STD : BAF [III] YEAR [ACCOUNTANCY AND FINANCE]

	Sincerity	Team Work	Attendance	Work Performance	Communication	Total
Out off	10	10	10	10	10	50
	8	8	10	9	8	43

SUMIT PATIL & ASSOCIATES
CHARTERED ACCOUNTANTS
FRN : 147515W

CA SUMIT KIRAN PATIL
Proprietor M. No. 183785

PARENTS PERMISSION LETTER

TO,
SNDT COLLEGE WOMEN UNIVERSITY,
MAHARSHI KARVE VIDYA VIHAR,
KARVE ROAD, PUNE -411033

SUB : PARENTS PERMISSION LETTER

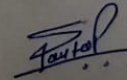
I Authorize My Daughter SWAPNALI SANJAY JAGTAP to Accompanied From Internship For a SUNIT PATIL AND ASSOCIATION On 25/10/2021 to 30/11/2021, time on 10.30 AM TO 5.30 PM .

I HEREBY GIVE PERMISSION FOR A INTERNSHIP OF CHILD OR ANY ACCOUNTING WORK .

I UNDERSTAND AND AGREE THAT THE CONSULTANCY THEIR FOR THE SAFE AND SECURE

THANK YOU !

Parents signature .



**THANKING YOU
TEACHERS FAMILY AND FRINEDS FOR SUPPORT AND HELP**

